

## TRAVEL CASH ADVANCE AUTHORIZATION

Employee Name		Title	
Employee ID Number	Unit/Division	Authorized by: (Unit/Division Director)	
Travel Information			
1.Type of Travel (Check one) <input type="checkbox"/> Single Trip in State <input type="checkbox"/> Single Out of State <input type="checkbox"/> Continuous Travel <input type="checkbox"/> Other (Specify)			
2.Purpose of Travel			
3.Date of Travel	4. Destination(s)		
5. Method of Travel (Check as applicable) <input type="checkbox"/> Private Car <input type="checkbox"/> State Car <input type="checkbox"/> Commercial Airplane <input type="checkbox"/> State Airplane <input type="checkbox"/> Other (specify)			
ESTIMATED EXPENDITURES (if this authorization is for continuous travel, the estimated expenditures should cover one pay period).			
Type of Expenditure		Anticipated Payment Method	
		Credit Card	Cash
Employee Subsistence			Total
Transportation			
Other Travel expenses			
Other Expense (specify) _____			
TOTAL			
MISCELLANEOUS (Use this space for any remarks or explanations of unusual expenses)			
<b>AUTHORIZATION</b> 1. The described travel is authorized <input type="checkbox"/> YES <input type="checkbox"/> NO Approved by: _____ (Supervisor)    Date: _____ 2. Previous travel advance repaid <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, amount of outstanding advance \$ _____ Verified by: _____ (Accounting)    Date: _____  Travel Advance in the amount of \$ _____ Hereby authorized by _____ (Fiscal Officer)    Date: _____		<b>RECEIPT ACKNOWLEDGEMENT</b> Receipt of Check No. _____ In the amount of \$ _____  _____ EMPLOYEE SIGNATURE                      DATE  <b>ACCOUNTING SECTION ONLY</b> Posted by: _____ Entry No. _____ Date _____	